

## GLC Staff Sickness Absence Management Policy

This Policy was ratified by the Board of Directors on :	Summer 2025
This Policy will be reviewed on :	Summer 2027

### GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

### Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

# GLC Staff Sickness Absence Management Policy

## 1. INTRODUCTION

The Gateway Learning Community's [GLC] Board of Directors is committed to providing a healthy working and learning environment and to promote wellbeing amongst all its staff. The Board of Directors recognises its statutory responsibilities in relation to health and safety but also its duty to ensure that staff are fit to fulfil their roles. This being said, this policy aims to maximise staff attendance in-order to give every young person the best possible chance of success. At any point during this procedure the CEO and Deputy CEO can deputise for the Head of School. This policy sets out the obligations and entitlements of employees who are absent due to ill-health and the procedures that will be followed to support and manage sickness absence.

### 1.a Policy Statement

The GLC Staff Sickness Absence Management Policy attempts to balance the needs of each GLC academy with the interests of individual employees. It is based on the following aims:

- To achieve high levels of attendance through the reduction of sickness absence from work;
- To support employees who are sick through the effective operation of sick pay schemes and management systems;
- To minimise disruption to the operation of the GLC and reduce additional staffing costs resulting from sickness absence;
- To maintain effective sickness absence monitoring procedures and records, using the information collected to maximise attendance levels;
- To distinguish between genuine sickness absence issues and issues of competence and conduct and address these in a fair, prompt and firm manner.

### 1.b Scope of the Procedure

- This procedure is applicable to all staff employed at the GLC except those who have not completed a probationary period. While the principles will apply to this category of staff, it may be necessary to foreshorten the procedure in keeping with the particular circumstances of employment.
- This procedure should be read in conjunction with other policies and procedures covering attendance and health, including policies on leave of absence, flexible working and mental health and wellbeing.

### 1c. Roles & Responsibilities

#### Board of Directors

It is the responsibility of the Board of Directors to:

- Ensure that appropriate sickness management policies and procedures are in place;
- To communicate expectations in relation to attendance;
- For the proper induction of new and promoted staff, and for day to day management and performance management of employees;
- To provide appropriate support for the employee suffering from ill health through normal day to day supervision;
- To monitor and review procedures to ensure that they are implemented in a timely, fair and consistent manner; and
- To monitor and take appropriate actions to reduce absence levels where appropriate.

#### GLC HR Team

It is the responsibility of the GLC HR team to:

- Ensure pre-employment health checks are carried out;
- Monitor and regularly review levels of sickness absence throughout the GLC and report statistics on sickness levels as required to the Board of Directors;
- Ensure that contact is maintained with employees during any sickness absence, through third parties where appropriate;

- Ensure that return to work meetings take place and are monitored;
- Alert employees at the point at which their level of absence is considered too high;
- Seek advice from external agencies [e.g. occupational health, personnel advisers] to clarify prognoses and inform decisions within the procedures;
- Inform employees of the process and reasons for referrals to occupational health advisers on an individual basis;
- Where appropriate, take quick and decisive action in respect of employees where they do not follow this policy.

### **Head of School**

- Where the manager recommends a sanction, including dismissal, a hearing will take place before the Head of School [who under this procedure has been delegated the power of dismissal] who will adjudicate on the matter. The Head of School may be accompanied by a member of the Board of Directors but the decision will rest with the Head of School.

### **Board of Directors**

- All appeals will be heard by the Board of Directors Disciplinary/Dismissal Appeals Committee.

### **Staff**

Individual members of staff have a responsibility to:

- Safeguard and maintain their own health and attend for work when fit to do so;
- Ensure that medical advice and treatment, where appropriate, are received as quickly as possible in order to facilitate a return to work;
- Co-operate with referrals to an occupational health adviser as required;
- Comply with the sickness absence management procedure and co-operate with the processes contained therein;
- Inform their Head of School in general terms of any health issues including the effects, prognosis and developments;
- Keep in touch, as appropriate, with their designated contact during periods of long term absence.

## **2. REPORTING SICKNESS ABSENCE**

### **2.a To whom sickness should be reported**

Each GLC Academy will ensure that there is a single call point for reporting absence. This will be included in each academy's Staff Handbook and staff induction information.

### **2.b What to report**

When contacting the GLC academy, the following information should be reported:

- an indication of the nature of the illness and its likely duration;
- any work matter that may need to be attended to during the absence;
- the first day of illness;
- If sickness absence results from an accident at work this should be reported immediately, together with details of to whom the accident was initially reported.

These first three points will be relevant for every contact.

### **2.c When to report sickness absence**

- Contact must be made with the GLC academy no later than 7.00 am on the first day of absence;
- Contact should be made by telephone and in person. Text messages, WhatsApp messages and emails are not an acceptable form of contact;
- Further contact must be made, each day of self-certificated absence as outlined in the Staff Handbook;
- If a member of staff feels unwell at work they should speak to the Head of School before leaving the premises;

- If we are unable to contact a member of staff we may visit the home address, contact the next of kin or contact the police;
- Where sickness falls on a bank holiday, weekend or during a closure period, contact must be made with the academy on the first working day thereafter, unless a Fit Note has been provided in advance to cover those days.

## 2.d Sickness and annual leave / closure periods

Where an employee falls sick during a period of planned annual leave, on a bank holiday or during a closure period, they must report the sickness immediately or as soon as contact can be made with the school. Normal certification requirements apply during these periods. Statutory annual leave entitlements continue to accrue during periods of sickness.

### 52 week support staff

Where an employee who works 52 weeks is on a period of certified long term sick leave and they wish to take a period of annual leave they must follow normal notice requirements for requesting the period of leave. If the period of annual leave is approved, the employee's period of sickness will be interrupted by the period of annual leave and will resume once the period of annual leave has concluded. Employees will receive their normal pay for periods of annual leave and will revert to the appropriate level of sick pay thereafter.

Where an employee who works 52 weeks has booked annual leave and falls sick such that they are unable to take the leave, they may reclaim their annual leave subject to normal reporting and certification requirements.

## 3. SICKNESS CERTIFICATION

Self certification and Fit Notes must be provided in accordance with statutory and contractual requirements below. These timescales do not remove the requirement on all employees to continue to notify/report absence in line with agreed arrangements as set out in this procedure.

### 3.a Support Staff

Day 1-7 A self certification form [Appendix A]  
Day 8 onwards - Fit Note

### 3.b Teaching Staff

Day 4-7 A self certification form [Appendix A]  
Day 8 onwards - Fit Note

## 4. SICK PAY ALLOWANCES

- The majority of staff as part of their conditions of service, have entitlement to receive an allowance where they have been absent from duty owing to illness.
- The scale of contractual allowances is as follows for full-time staff [pro-rata for part-time staff].
- The number of absent days for teachers will be calculated on a 12- month basis from April 1<sup>st</sup> - March 31<sup>st</sup>. The number of absence days for non-teaching staff will be calculated on a 12-month basis from their first day of absence.
- The GLC does not recognise aggregated teaching service for the purposes of contractual sick pay.

### 4.a Teaching staff

During the first year of service:	Full pay for 25 working days and [after completing four calendar months' service] half pay for 50 working days.
During the second year of service:	Full pay for 50 working days and half pay for 50 working days.
During the third year of service:	Full pay for 75 working days and half pay for 75 working days.

During the fourth and successive year of service:	Full pay for 100 working days and half pay for 100 working days.
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#### 4.b Staff on local conditions of service

During the first year of service:	Full pay for 1 month and [after completing four months' service] half pay for 2 months.
During the second year of service:	Full pay for 2 months and half pay for 2 months.
During the third year of service:	Full pay for 4 months and half pay for 4 months.
During the fourth year of service:	Full pay for 5 months and half pay for 5 months.
After 5 years' service:	Full pay for 6 months and half pay for 6 months.

#### 4.c Staff on other Conditions of Service

- Staff on local conditions of service may have an entitlement to contractual sick pay and should refer to the contract of employment.
- All staff may also have an entitlement to Statutory Sick Pay, which will be included in contractual sick pay where appropriate.
- The Board of Directors will consider any requests for an extension of sick pay on a case by case basis.

#### 4.d Third Party Accident Compensation Claims

- Where employees are absent as the result of an accident for which damages may be recoverable from a third party, s/he must inform the GLC. The employer may recover all/a proportion of the costs of sick pay [or for support staff pay a sum equivalent to sick pay which is recoverable] from the damages received by the employee.

#### MEDICAL SUSPENSION

- In certain circumstances, the Head of School or Chair of The Board of Directors may suspend an employee on medical grounds. Any suspension will be on full pay or sick pay where the employee is on, or enters, a period of certificated sick leave. Suspension will be lifted, where appropriate, by the Board of Directors only after advice has been sought from an occupational health adviser.

#### RETURNING TO WORK

- Where practicable, one clear day's notice should be given of fitness to return to work.
- An employee will be expected to return to work immediately following the expiry of a Fit Note, unless a new note is obtained. It is open to an employee to return to work before the expiry of a Fit Note if they, and the school, consider this appropriate. An appropriate risk assessment may be completed in these circumstances.
- Where a Fit Note recommends a phased return to work the school will endeavour to accommodate the arrangements set out in the Fit Note. In the event that the school is unable to accommodate the phased return or any element of it, this will be discussed with the employee prior to their return to work and any alternative arrangements will be agreed and confirmed in writing. Phased return periods will not normally exceed a period of 6 weeks [see 4.6 below regarding reasonable adjustments]. The employee will be notified of the arrangements relating to their pay during the period of phased return.

#### 5.a Fitness to return to work on a bank holiday or during a closure period or planned annual leave

- Where an employee becomes fit to return to work during a closure period or during a period of planned annual leave, contact must be made with the academy by;
- *e.g. speaking to or leaving a message on the academy answer phone on the day of fitness to return, or by providing a Fit Note on the first day back after the closure period.*

#### 5.b Return to work meeting

- A return to work meeting will be conducted between the employee and each academy's designated person following any period of sickness absence.

- A return to work meeting will normally be conducted as soon as possible following an employee's return to work following any period of absence. The purpose of this meeting is to discuss the period of absence, update the employee on work related matters and to identify any additional support that may be required.

#### **6. SICKNESS ABSENCE RECORDING AND DATA PROTECTION**

- Fit notes provided by employees will be copied for school records and the original will be returned to the employee. Copies of self-certificates, Fit Notes and return to work forms will be held on employees' personal files in accordance with Data Protection requirements.
- Where the school is seeking medical advice on an employee, the school is aware of its obligations under the Access to Medical Reports Act 1988 and data protection legislation. In particular, the school will ensure that it obtains the employee's consent before seeking a medical report from the employee's own doctor or from Occupational Health Advisers. The school will not share any information relating to an Occupational Health referral or report with the school's HR advisers without seeking the employee's prior written consent.
- Any medical/health information concerning employees collected as part of this procedure will count within the "special categories of personal data" and as such will be kept confidential and stored securely in line with the school's retention schedule in the "restricted access" section of the personal file. Any personal data collected/recorded in line with this procedure will only be processed in line with the schools' data protection policy/policy on processing special categories of personal data. In particular, managers will only record personal information required to manage sickness absence under this procedure and will only keep such information for as long as necessary.

#### **7b. Monitoring and Reporting**

- The GLC's HR Manager will monitor absence via the GLC's management information system to ensure that the designated persons are completing the return to work forms after every period of absence and that the informal and formal absence management meetings are taking place in accordance with this policy;
- The GLC HR manager will provide detailed reports as required for the GLC Board and Local Governing Bodies.

#### **TIME OFF FOR OTHER REASONS**

- Employees must not take sick leave for reasons other than their own ill health.
- As part of its commitment to supporting the health and wellbeing of employees, the GLC has a Leave of Absence Procedure setting out the approach to leave of absence for reasons other than sickness.
- Employees should normally arrange non-urgent personal medical appointments [e.g. doctor, dentist, hospital, elective procedures] outside of their normal working time wherever possible.

#### **REASONABLE ADJUSTMENTS**

An important element of managing ill-health is the need, as appropriate; to explore reasonable adjustments/alternative employment and these options will be discussed with employees as necessary with a view to facilitating continued employment.

Reasonable adjustments may include:

- Phased return to work/amended hours [e.g. reduced hours following return to work and gradual increase back to full contractual hours after a period of time or temporary reduction in hours/days worked];
- Amended Duties;
- Workplace Adaptations.
- Adjustments to facilitate an early return to work will be for a limited period which will be specified and which will usually not exceed 6 weeks. In other circumstances longer term or permanent contractual or other adjustments may be made.

- While every effort will be made to accommodate the advice on Fit Notes or from Occupational Health Advisors, it is not legally binding and it will be for the employer, in discussion with the employee, to determine what adjustments if any are appropriate and possible.
- Where reasonable adjustments [including a phased return] cannot be accommodated the employee will be deemed to be off sick for the duration of the Fit Note. It is not necessary for an employee to obtain a new Fit Note until the expiry of the original.

#### 9.a Disabled employees

- Where an employee gives as the reason for absence an underlying health issue that could amount to a disability under the Equality Act 2010 [which includes both physical and mental impairments], the employee's manager should seek HR/Occupational Health advice before implementing this procedure. Managers should be aware that the school is under a duty to make reasonable adjustments for disabled employees. The legal definition of a "disability" is wide and managers should seek advice from the school's HR/legal advisers as to whether an employee falls within this definition.

#### **FREQUENT SHORT-TERM SICKNESS ABSENCE**

- The following procedure will apply where an employee's level of sickness absence causes concern.
- Normally, this will be when the following triggers have been reached, although individual employee's absence records will be considered on a case-by-case basis:
  - In any **12 month** rolling period, the employee has had **3** separate periods of sickness absences; and/or
  - Sickness absence patterns that cause concern, e.g. regular Friday or Monday absences.
- Where the absence is wholly or partly for a disability-related reason the trigger points referred to above may need to be modified as appropriate to take account of the employee's disability and other adjustments to the procedures set out in this policy may be necessary.

#### 10.a **Informal Procedure**

##### **Informal Absence Review Meeting**

- The meeting will be conducted by the Support Services Manager/Line Manager [the GLC's HR adviser may be present if considered appropriate]. The approach is a supportive one with the view of offering help and advice to improve attendance. The interview will be conducted in private with the complete absence record available for discussion. Employees may have a friend or Trade Union representative present.
- A referral to Occupational Health is needed if any absence is attributed to Stress, Anxiety, depression or any illness which indicates a long-term absence.
- A review period will be given for improved absence levels, usually one term or two consecutive half terms.
- Failure to improve absence levels, or improvement which is not to the required standard, will result in moving to the Formal Procedure [see 10b].

##### **Referral to an occupational health adviser**

- It may be appropriate to make a referral to an occupational health adviser following an Informal Absence Review Meeting in order to obtain a professional view about the employee's health. This process and the reasons for it will be explained to the employee prior to the referral being made. An outline of the referral process is at Appendix B.
- Subsequent referrals will be made as and when required.
- The employee will normally be informed of the outcome of the occupational health referral.

#### 10.b **Formal Procedure**

##### **Formal Absence Review Meeting**

- An employee will normally be given a minimum one term or two consecutive half terms

- from the first Informal Absence Review Meeting to improve his/her absence record.
- Following the informal meeting, if an employee's absence record does not improve, is not sustained or deteriorates at the end of the monitoring period [or earlier if deemed appropriate], he/she will be required to attend a Formal Absence Review Meeting with the Head of School and the GLC HR Manager.
- This marks the date of entry into the formal procedure.
- The employee will be given at least 5 working days written notice of the meeting and this will include the right to be accompanied.

The purpose of the formal absence review meeting is to:

- Review and discuss key issues relating to the employee's persistent/patterns of short-term absence and their failure to meet the targets set for attendance within the required timescales;
- Identify appropriate support, guidance and monitoring systems;
- Within 5 working days of the Formal Absence Review Meeting, the manager will notify the employee in writing of:
  - The key issues discussed;
  - The timescale for expected improvement;
  - The support, guidance and monitoring systems;
  - The outcome of the medical referral where appropriate;
  - Notice that if attendance does not improve sufficiently within the given timescale, referral may be made to the CEO and the possible outcomes of such a referral could be Formal Action.

#### **10.c Formal Action**

- Where an employee's sickness absence continues to be unacceptable in all the circumstances, the matter will be considered at a formal absence review hearing. An employee should make every effort to attend this hearing, may make representations and may be accompanied by a representative or other appropriate person.  
The purpose of the formal absence review hearing is to:
  - Review and discuss key issues relating to the employee's persistent/patterns of short-term absence and their failure to meet the targets set for attendance within the required timescales;
  - Identify appropriate support, guidance and monitoring systems;
  - Consider whether it is appropriate to issue a warning and set further targets for attendance.
- Where a warning has been issued, the employee will be notified of their right to appeal. Within 5 working days of the formal absence review hearing, the employee will be notified in writing of the outcome of the hearing. Notes of the meeting will also be provided as soon as possible after the hearing.
- Following the first formal absence review hearing, where a first warning has been issued, the employee will be required to attend interim review meetings.
- If, during the period of the warning, the employee's attendance improves to the required levels the formal process will conclude on the expiry of the warning.
- If any subsequent periods of absence [which reach the trigger point] occur within 12 months of the expiry of the warning [the procedure will normally be resumed at the formal stage]. Where absence levels do not improve or deteriorate during the life of a final warning, a further hearing [s] may be held, the outcome of which could be a further warning and subsequently dismissal.
- Where dismissal is a possible outcome, the hearing will be conducted by the CEO [or governors if appropriate].
- Warnings/dismissal under this procedure will normally be on the grounds of lack of capability due to ill-health.

## 11. APPEALS

- The employee will have the right of appeal to the Trust board against any formal sanctions/ dismissal. Such an appeal must be made in writing, clearly setting out the grounds, to the CEO, within 5 working days of receipt of the written notification of the outcome of the hearing,
- Employees may be asked for clarification of the grounds for their appeal where this is not clear,
- All appeals will be heard by the Trust Board Appeal Committee. The decision of this Committee is final, subject to the employee's rights at law.
- The Appeal procedure will be the same as the hearing procedure [see 10c].

## 12. LONG-TERM SICKNESS ABSENCE

- Where an employee is on long-term sickness absence [**usually defined as absence for 4 weeks or more**], the following procedure will apply.

### 12.a Communication

- Two-way communication is expected and is key to effective absence management. Employees will be expected to keep in regular contact with their manager to provide information about their absence. The employer will maintain contact with the employee to inform them of key work issues [where appropriate] to support the employee during the absence, and to facilitate an early return where possible.
- Supportive and constructive communication and the degree thereof, will depend upon the nature of the ill health and agreed between the parties. In exceptional circumstances, where appropriate and agreed between the parties, contact may be through a third party.

### 12.b Meetings

- A meeting will normally be arranged with the employee to discuss his/her absence. This may include discussion about likely prognosis, support for the individual, clarification of procedures, medical referral and, where appropriate, any work related issues. Where a meeting is not appropriate, e.g. due to the nature or severity of the ill health, contact will be maintained through third parties and/or correspondence. Where appropriate and with mutual agreement, a meeting may take place at the employee's home. Such visits will not be used as a mechanism for 'checking up' on employees. The meeting will usually take place around the 5th week of the absence. The meeting will normally be conducted by the manager or a personnel adviser. A written record/note of issues discussed will be made and copied to the employee.

### 12.c Referral to an occupational health adviser

- It will normally be appropriate to make a referral to an occupational health adviser after 4 weeks of the absence depending on the nature of the illness, to provide information about the employee's long-term prognosis and to explore options to facilitate an early return to work where appropriate. This process and the reasons for it will be explained to the employee prior to the referral being made. An outline of the referral process is at Appendix B.
- In certain circumstances, particularly those involving stress or depression, a referral may be made sooner, usually after 2 weeks absence, as evidence suggests that early intervention increases the chance of a successful return to work.
- Subsequent referrals will be made as and when required, including prior to any formal hearing.
- The employee will normally be informed of the outcome of the occupational health referral.

### 12.d Review meetings

- Following a referral to an occupational health adviser, and at any other appropriate stage, the manager or personnel adviser will arrange to meet with the employee to discuss the ongoing absence. The employee will have the right of representation at any such meeting.
- The purpose of the meeting will be to discuss the long-term prognosis and any strategies

which may support the employee's return to work.

- However, at an appropriate stage it will be necessary to advise the employee that the academy is finding it difficult to sustain the continued long-term sickness absence and that ultimately this might necessitate the matter being considered at a formal hearing, the outcome of which could be the termination of the contract of employment.
- A written record will be made of the key points of the meeting and any action agreed.

#### **12.e Returning to work**

- Where an employee becomes fit to return to work, the manager will normally arrange a reintegration meeting before his/her return. This meeting will normally be informal and its purpose will be to support the employee's return to work.
- It will sometimes be necessary to make alternative working arrangements, on a permanent or temporary basis, to facilitate an employee's return to work.
- Such issues will be discussed with the employee [and the trade union representative and personnel adviser as appropriate] and agreed arrangements will be confirmed in writing.

#### **12.f Formal action**

- Having explored all other options, the manager may, at an appropriate stage [usually, but not exclusively after 3 months absence], consider that the absence is no longer sustainable in all the circumstances. In this case, the matter may be considered at a formal hearing, the outcome of which could be the termination of employment on the grounds of lack of capability due to ill-health.
- In this case, suitable alternative employment options and ill health retirement [where the employee is in the Pension Scheme] will be explored where appropriate,
- Where these options are not available, the matter may be considered at a formal hearing with the CEO the outcome of which could be the termination of employment on the grounds of lack of capability due to ill-health.
- The employee will be given at least 5 working days written notice of the hearing and this will include the right to be accompanied by a trade union representative or work colleague. The employee should make every effort to attend this hearing and may make written and verbal representations. Where an employee's health prevents their attendance, the hearing may proceed in their absence and a full account will be made of any written representations and/or presentations made on their behalf by their chosen representative.
- The employee will be notified in writing of the outcome of the hearing within 5 working days. The notification will include notice where a decision is made to dismiss [and will specify any entitlement to pay during this period] and details of the right of appeal.
- Notes of the meeting will also be provided as soon as possible after the hearing.

### **13. APPEALS**

- The employee will have the right of appeal to the Trust board against dismissal. Such an appeal must be made in writing, clearly setting out the grounds, to the Head of School, within 5 working days of receipt of the written notification of the outcome of the hearing. Employees may be asked for clarification of the grounds for their appeal where this is not clear.
- All appeals will be heard by the Trust Board Appeal Committee. The decision of this Committee is final, subject to the employee's rights at law.
- The appeal procedure will be the same as the hearing procedure [see 12.f].

### **14. ILL-HEALTH RETIREMENT**

- An employee who is in the Local Government or Teachers' Pension Scheme may apply for Ill Health Retirement.

#### **14.a Teaching staff**

- A teacher may make an application for ill health retirement at any time. The application must be supported by medical evidence. This will ideally be provided by the employer's Occupational Health Service where they have been seen recently but may be provided by an

employee's GP/specialist. The decision to grant ill health retirement rests with Teachers' Pensions.

**14.b** There are two levels of benefit:

- Partial Incapacity Benefits [PIB] – where an employee is deemed to be unfit to continue teaching, but fit to undertake other employment;
- Total Incapacity Benefit [TIB] – where the employee is considered unfit for any employment.

Different benefits apply to each type of retirement.

**14.c Date of retirement**

If an employee is deemed unfit by Teachers' Pensions, the last day of service must be agreed as soon as possible under the Regulations and normal contractual notice periods cease to apply.

**14.d Support staff**

- In order to qualify for ill health retirement benefits, an Occupational Health Adviser is required to sign a Certificate of Permanent Incapacity indicating that the employee is permanently incapable of continuing in their role. The employer will then determine whether ill health retirement is appropriate in the light of the Ill Health Retirement criteria including the availability of suitable alternative employment and the medical evidence.

**14.e** There are three levels of benefit:

- Tier 1: Where there is no reasonable prospect of the employee obtaining other gainful employment before their normal retirement age.
- Tier 2: Where, although the employee is unlikely to be fit to obtain gainful employment within 3 years, it is likely that they will be fit to do so prior to the normal retirement age.
- Tier 3: Where it is likely that the employee will be fit to obtain other gainful employment within a period of 3 years.

Different benefits apply to each Tier.

**14.f Retirement dismissal procedure**

Where a Certificate of Permanent Incapacity is signed, the employee will be invited to a formal hearing as set out in this procedure.

**14.g Ill Health Retirement Appeals**

An employee has the right of appeal against:

- The decision to dismiss on the grounds of permanent incapacity [as set out in 6.5 above];
- An employee may also contest a decision made in relation to the Local Government Pension Scheme under the Internal Disputes Resolution Procedure [IDRP]. Details of this procedure will be notified to employees.

**15. MISCELLANEOUS**

**15.a Other referrals**

The GLC may refer an employee to an occupational health adviser at any other time where there is concern about his/her health. In these circumstances the employee will be advised of the process and the reasons for the referral.

**15.b Conduct v Capability**

Incidents of failure to comply with the requirements of the GLC's Sickness Absence Management Policy and/or the submission of false sick claims may be investigated under the GLC's Disciplinary [Misconduct] Procedure.

**15.c Refusal to cooperate with a referral to an occupational health adviser**

Employees are obliged to attend appropriate appointments with an occupational health adviser.

Where an employee refuses to consent to the occupational health adviser contacting his/her GP/consultant, decisions, which may have implications for his/her future employment, will be taken on the basis of the more limited information available.

#### **15.d Drug and Alcohol Misuse**

- Employees are encouraged to disclose drug/alcohol problems so that the academy can support them. Where drug or alcohol misuse is suspected or admitted, a meeting will be sought with the employee to decide upon an appropriate course of action. Where possible and appropriate, drug and alcohol misuse will be treated as an ill-health issue and as such will be dealt with under the Sickness Absence Management Procedures described above. Employees will be expected and supported, in following an appropriate programme of support/rehabilitation.
- There are, however, occasions when cases of alcohol/drug misuse may need to be dealt with as a matter of conduct. These may include:
  - Being drunk at work;
  - Drinking in between work periods which may have an adverse effect on later work periods [e.g. operating machinery, supervising others, driving, impacting detrimentally on the academy's reputation etc.];
  - Stealing and other acts of dishonesty connected with drug misuse;
  - Serious drugs offences committed in or out of the workplace;
  - Drug trafficking/pushing;
  - Failure or refusal to seek, accept, or complete treatment.

In such cases, action may be taken under the GLC's Disciplinary [Misconduct] Procedure.

## Appendix A - Self-Certificate Form

**Confidential** This certificate must be completed as follows:

Your Sickness Absence Dates				
Your name:		Date of first day of illness:		
The date of your last day of illness [this may not always be a working day]:				
The date you returned to work:				
The number of consecutive calendar days you were not at work:				
Your Sickness Absence				
Please give a general outline of what caused your sickness / the symptoms you experienced:				
The Type of Sickness Absence				
Is your sickness absence related to [please circle one]:				
Sickness	An accident or assault at work	Your work or working environment	A disability or impairment	An accident outside of work that you are seeking compensation for from a third party
	An incident form will need completing	An incident form will need completing		
The Sickness Absence Reason				
Sickness absence is reported using these 16 general categories. Please circle the main reason for this sickness absence.				
Back and neck problems	Upper limb problems	Lower limb problems	Cancer	
Chest, respiratory	Eye, ear, nose, mouth/dental, throat	Genito-urinary/ gynaecological	Headache and migraine	
Heart, blood pressure, circulation	Neurological [for example, epilepsy]	Operations, post-operative recovery and hospital treatments	Pregnancy related	
Skin	Stomach, liver, kidney, digestion	Stress, depression and mental health	Viral infection	

*Please be aware that if you knowingly supply false information about your sickness absence, it will be dealt with under the disciplinary procedure and ultimately your employment could be at risk.*

	Signature	Date
Employee		

The information on this form will be held in accordance with the Data Protection Act and may be used to provide statistical data.